

Drinking Water Microbiology and Fluoride Samples

Cardboard Box Custody Seal Instructions

- Collect samples according to sampling instructions.
- Write the date and signature on two Custody Seals.



- Place samples and submission forms in the cardboard shipping box.

TWO SAMPLE BOX

- Remove the paper backing from each seal and attach each to the cardboard box across the seam on either side of the box, then tape across the seams with clear packing tape as shown:



- ***Do NOT use opaque tape*** of any kind to seal the sample kit. This includes:
Duct tape, Electrical tape, Masking tape, or Stranded packing tape
- Place a laboratory shipping label on the opposite side of the cardboard shipping box



TWELVE SAMPLE BOX

- Remove the paper backing from the first seal and attach it to the bottom of the cardboard box across the seam between box flaps, then tape across the seam with clear packing tape as shown:



- When a previously used custody seal is already applied to the bottom of the shipping box, draw a single line through the seal with a marker.
- Remove the paper backing from the seal you have signed and attach it to the bottom of the cardboard box across the seam between box flaps, then tape across the seam with clear packing



tape as shown:

- Attach a shipping label to the top of the box. Remove the paper backing from the second seal and attach it to the top of the cardboard box across the seam between box flaps, then tape across the seam with clear packing tape as shown:



Please contact the laboratory with questions at
601-576-7582